



**Layton City**  
HR Division  
437 N Wasatch Dr  
Layton, UT 84041  
[www.laytoncity.org](http://www.laytoncity.org)

**INVITES APPLICATIONS FOR THE POSITION OF:**  
**Part-Time Public Works  
Maintenance**

*An Equal Opportunity Employer*

**SALARY**  
\$15.95 /Hour

**OPENING DATE:** 01/22/18

**CLOSING DATE:** 02/05/18 05:00 PM

**GENERAL PURPOSE:**

Performs a variety of apprentice level skilled duties related to the construction, installation, maintenance and repair of city water and sewer systems.

Averages 29 hours per week.

**ESSENTIAL TASK FUNCTIONS**

Water: Operates various types of heavy equipment such as operates six or ten wheel transport trucks, patrol, backhoe, rollers and trenching equipment; performs installation or repair of water service connections, water lines and meters, repairs or replaces fire hydrants and plugged water meters; repairs water mains; thaws frozen lines; cleans and maintains storage tanks; connects and disconnects service; searches out shut off valves; water line leaks; assists in placement of pipe and water regulators; removes, disassembles, cleans or replaces defective parts of regulators, adjusts pilot valves as needed to assure efficient water line service.

Installs new water lines using forklift, pipe threader, tapping machine, welder, pipe cutting saw, pipe and cable locator old water lines; tears out and repairs curb, gutter and street in locating and uncovering broken lines; builds meter boxes; builds extensions to raise or lower existing boxes as needed.

Operates a variety of hand tools and small power equipment such as jack hammers, roller, compressors, packing machine, gopher, tamper, tapping machine; cleans tools and equipment to assure proper working order.

Maintains pump house; repairs water/booster pumps; removes and disassembles pumps; cleans and replaces defective parts, grease bearing, adjusts packing and reinstalls in pump housing.

Monitors city water well storage levels; assures proper operation of telemetering equipment; tests fuses and resistors using OHM meter; replaces fuses and resistors as needed.

Reads residential and commercial water meters as needed to accurately bill customers for water

usage; performs field and shop repairs on water meters, removes meter, disassemble, cleans and/or replaces defective parts, reassembles and tests to assure proper working order; sets blue stake markers.

Conducts water sampling and delivers to county health for analysis; monitors chlorine levels; tests water using DPD tester to assure proper chlorine residual levels; reads water flow meter, chlorine pound per day gauge; calculates chlorine dosage and makes proper adjustments.

Participates in work zone safety procedures; flags on coming vehicles to protect the public and workers; sets up warning signs and signalization equipment.

Assists to monitor division supplies; conducts inventory of parts and equipment; reports results to supervisor.

Sewer: Performs sewer collection system installation, maintenance, and repairs; operates a variety of hand or power equipment, including tapping machine, jackhammer, compactor, rodding machine, sewer truck, etc.

Monitors sewer line flow, stimulates rate of flow by operating sewer truck to inject high pressure water; maintains and cleans city sewer collection system main lines; inspects manholes and sewer lines to detect leaks or malfunctions; bolts leak proof collars to mains to stop leaks; seals joints with cementing compound; opens clogged sewer lines using various pipe cleaning equipment.

Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

Education and Experience:

Graduation from high school;

AND

Two (2) years experience in construction, maintenance or repair of water distribution systems.

OR

An equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Working knowledge of operating basic manual and power tools; the standard practices, methods, materials and tools necessary for pipe line construction and repair activities; pipe fitting procedures, pipe classifications and type; the occupational hazards and safety precautions of trench work construction and pipeline maintenance work; hazards common to heavy equipment operation; drain system construction methods etc.; water supply and distribution systems; construction requirements for water distribution and pumping systems; hazards associated with water treatment chemicals; sewer line chemical cleaning procedures and associated hazards; state or federal regulations governing installation and maintenance of water systems; water quality laws; interpersonal communication skills

Ability to operate heavy equipment of various kinds under varying conditions; make minor repairs on assigned vehicles, perform heavy physical labor; develop and maintain effective working relationships with co-workers, elected officials, local agencies and the general public; communicate effectively, both verbally and in writing; work from blueprints; tolerate weather

extremes in the work environment; ability to perform basic mathematical computations in reading and using various meters, gauges and related devices.

**Special Qualifications:**

Must possess a Level "I" Water Distribution Operator certification or able to obtain with 1 year of hire.

Must be a Certified Flagger or able to obtain within 6 months of hire.

Must possess a valid commercial drivers license or able to obtain within 6 months of hire.

Must be able to lift 50-75 pounds.

Must be willing to work on-call duty and 24-hour standby.

**Work Environment:**

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing essential to performing required job functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Daily local travel required in normal course of job performance.

**SUPPLEMENTAL INFORMATION**

**SUPERVISION RECEIVED**

Works under general supervision of the Water Supervisor or Water Systems Foreman.

**SUPERVISION EXERCISED**

None.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.laytoncity.org/LC/HumanResources/Jobs>

OR

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Job #00520-1.2018  
PART-TIME PUBLIC WORKS MAINTENANCE  
JS

**Part-Time Public Works Maintenance Supplemental Questionnaire**

- \* 1. What do you understand to be the minimum requirements of this job, and how do you feel you meet these requirements?
- \* 2. Please describe your experience related to the performance of this job (including technical skills).
- \* Required Question